

ENTERING A TYPING TEST SCORE

Entering a Typing Score

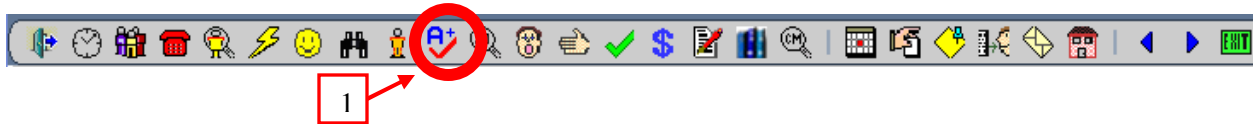


Figure #1 Toolbox 2.0 Speed Button Bar

Step-by-Step:

- 1) Click the Test Score Icon.

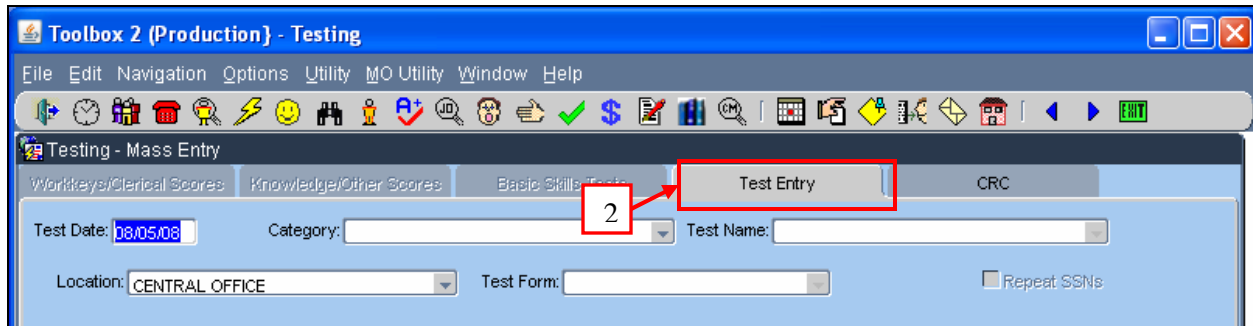


Figure #2 Testing Mass Entry Screen

Step-by-Step:

- 2) Click the Test Entry tab.

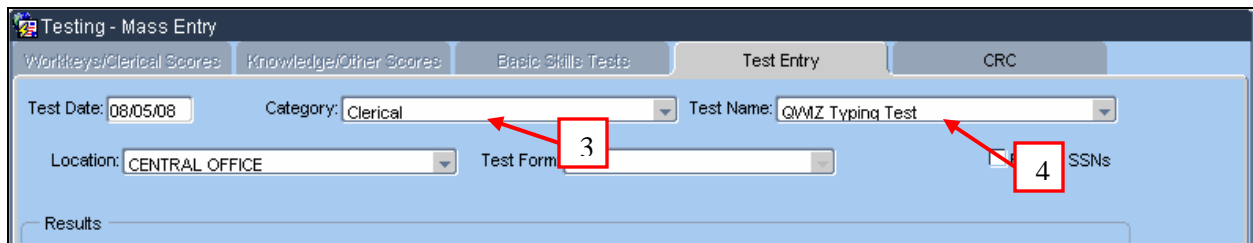


Figure #3 Testing Mass Entry Screen

Step-by-Step:

- 3) Select "Clerical" from the Category dropdown list.
- 4) Select "QWIZ Typing Test" from the Test Name dropdown list.

SSN	Seeker Name	Gross	Errors	Acc	Net
	TRAINER, DVD	120	2	98	118

Figure #4 Testing Mass Entry Screen

Step-by-Step:

- 5) Enter the seeker SSN in the blank.
- 6) Enter the “Gross” and “Errors”.
- 7) Accuracy and Net will populate automatically.

NOTE: You can enter multiple seeker records from this screen.

Viewing Scores Using the Test Score Icon

Figure #5 Seeker Screen

Step-by-Step:

- 1) Access individual seeker record.
- 2) Click on the “Test Score” icon.

Test -

Workkeys/Clerical Scores Knowledge/Other Scores Basic Skills Tests Test Entry CRC

Workkeys

Date	Name	Basic	Location

Workkeys
Cert. Level:

Math:

Locating:

Reading:

Print

3

Clerical

Date	Test Name	Gross	Errors	%	Net	Time	Form	Location
07/18/08	QWIZ Typing Test	86 Gross	6	93	80 Net			CAREER CENTER
10/06/07	QWIZ Typing Test	65 Gross			65 Net			CAREER CENTER

Select All Deselect All Print Delete Chg Seeker

*Figure #6 Test Screen
WorkKeys/Clerical Scores*

Step-by-Step:

- 3) View typing scores in the “Clerical” table from the “WorkKeys/Clerical Scores” tab.

Viewing Scores from the Job Seeker Record

Seeker Screen -

Find Seeker | Seeker Info | **Des Job Title** | Edu/Ext | Work History | Referrals | Other | Scratch Pad | Svc Referral | Adv. Query

Address Information
1130 Home: (816) Work: Email: MC
☐ Bad Address

General Information
Age: 01/16/ Active: 10/18
Gender: F Inactive:
☒ Case Management ☐ UI Benefits

Desired Job Titles

O*NET Code	O*NET Title	Exp	Last Worked
43-4161.00	Human Resources Assistants, Except Payroll ar		
43-6014.00	Secretaries, Except Legal, Medical, and Executiv	42	
43-9021.00	Data Entry Keyers	99	
43-9061.00	Office Clerks, General		

+ Add
- Delete

Other Matching Information
Salary: Hourly 12.00 Shifts: D In School: Y Will Work Sat: N
Commission: Y Will Work: FPSTR School Years: 13 Will Work Sun: N
Drivers Lic: F Lifting: 2 Type of Degree: H Domestic Job: N
Endorsements: Car Access: Y Will Relocate: N Live In: N

Registers + Add
- Delete

Veteran Information
Vet Status: N - None
☐ Served in Campaign

Skills/Tools
Data Entry
Ten Key
Computer Literate
EXCEL
LOTUS/LOTUS Notes
Microsoft Word
Power Point
Cashier
Cash Handling
Child Care
+ Add
- Delete

Clerical Test
Net Typing: 80 Gross: 86 Accuracy: 93

Save Cancel

*Figure #7 Seeker Screen
Desired Job Title Tab*

Step-by-Step:

- 1) Access individual seeker record.
- 2) Click on "Des Job Title" tab.
- 3) View scores in Clerical Test area in the lower right of the screen.